



JOHN E. BALDACCI
GOVERNOR

DAVID P. LITTELL
COMMISSIONER

To: Voluntary Response Action Program (VRAP) Users

From: Nicholas Hodgkins, VRAP Coordinator

Date: June 12, 2006

Re: VRAP Application Considerations

As part of the continuing effort to improve how we serve our clients, the Voluntary Response Action Program (VRAP) offers this memo as guidance for the submittal of a VRAP application and associated materials. Following this guidance will help to insure that the VRAP application package you submit is complete, allowing VRAP staff to begin review of submittals immediately after receiving them.

Beginning July 1, 2006, the initial application fee is \$500; staff time will no longer be charged against this initial \$500. Checks for fees should be made payable to the "Treasurer, State of Maine" for deposit into the Maine Uncontrolled Sites Fund. The applicant will be billed for all VRAP staff time at an hourly rate, and will also be responsible for any other costs associated with VRAP activities on the project (i.e. household sampling, etc.) For projects lasting less than three months, the VRAP applicant will be billed before issuance of the final certification. For longer projects, the applicant will be billed quarterly, provided that a minimum of 10 hours have been accrued since the previous billing. Initial application fee and all hourly charges are non-refundable.

As before, two copies of all reports/documents should be submitted with the application. Most of the VRAP submittals are reviewed by both a VRAP Project Manager and a Project Geologist. Having two copies allows us to review the reports in a timely manner.

In addition to those administrative issues, there are a number of general information issues that should be addressed in the environmental site assessment reports that are submitted. These general information issues are:

- Determination of the presence or absence of private or public water supplies located within a 2500 foot radius of the subject property. The locations of any water supplies discovered within 2500 feet of the subject property should also be included.
- Evaluation of potential for vapors to impact either 1) building basements (both on and off the property) and/or 2) utility corridors (both on and off the property). Whenever possible, site maps should include locations of all utilities corridors (both public and private) that are on or adjacent to the site.

- Coordinates should no longer be expressed in latitude and longitude; our GIS system recognizes UTM (Universal Transverse Mercator) coordinates, using the NAD83 map datum.
- The federal “All Appropriate Inquiry” guidance (40 CFR Part 312) or ASTM E1527-05 should be followed when conducting environmental site assessments.

When completed, mail the original copy of the application along with the applicable environmental report(s) and application fee to:

Maine Department of Environmental Protection
Bureau of Remediation and Waste Management
Division of Remediation
17 State House Station
Augusta, Maine 04333-0017

Attention: Nicholas J. Hodgkins, VRAP

If you follow this guidance when submitting your application, it will help the VRAP make decisions regarding proposed actions at a property. Failure to follow the guidance may lead to an iterative process of information sharing that will prolong final resolution of issues through VRAP.

Should you have questions when completing this application, please call me at (207) 287-4854. Our fax number is (207) 287-7826.

Maine Department of Environmental Protection

Maine Voluntary Response Action Program

Application for Assistance

Please complete this application to request technical assistance from the Voluntary Remedial Action Plan Program (VRAP) pursuant to Title 38 MRSA, Section 342, Subsection 15.

General Site Information

Property name: _____

Street Address: _____

City (or Township): _____

Tax map #: _____ Lot #: _____

UTM Coordinates (Map Datum: NAD83): _____

Total Acreage of Property (all parcels): _____

Property Description Recorded at Registry of Deeds

County: _____ Book: _____ Page: _____

Applicant Information

Applicant/Organization*: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

*The applicant is the individual or organization that will be the recipient of any applicable administrative or liability assurances provided by VRAP. If there are co-applicants to the VRAP, please list on a separate sheet of paper. The applicant is also responsible for payment of the VRAP application fee and reimbursement of Department review and oversight costs.

Current property owner (if different than applicant)

Name: _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Is or has the project been involved with other DEP regulatory programs?

____ Yes

____ None known

If yes, list the program/contact person from the Department: _____

Contact person(s)

Please list the name(s) of your current environmental consultant and legal counsel.

Consultant: _____ of _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Attorney: _____ of _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Certification

I hereby make a request of VRAP to assist me and the company/organization I represent in determining whether the above-described property has been the site of a release or threatened release of a hazardous substance, hazardous waste, hazardous matter, special waste, pollutant or contaminant, including petroleum products or by-products. I understand this assistance may include the review of agency records and files, and review and approval of my investigation plans and reports as well as remedial action plans and implementation.

I am aware that VRAP, at its discretion, may contact municipal officials regarding investigation/remedial actions at sites participating in the program.

I am aware that I must reimburse VRAP for the costs of providing this assistance. I understand that reimbursement requests may be made on a periodic basis and that failure to reimburse VRAP for costs in a timely manner may result in disqualification from VRAP. I also understand that final certification from the VRAP may not be issued until I have reimbursed the VRAP for its costs.

Typed/printed name: _____ Title: _____

Signature: _____ Date: _____